

Whether you're buying a new home, refinancing, or just looking for a better interest rate and mortgage product, certain documents are required to support your mortgage application. By having this information, we're able to serve you quickly, efficiently, and most important, provide you with a smooth experience from pre-approval all the way to your closing day.

☐ Identification

- Full legal name(s) plus two pieces of valid ID, at least one with photo – i.e. Canadian Passport, Drivers License (front & back)

☐ Income Documents

- **Employment Income**
 - **Employment Letter** (dated within the last 30 days) on company letterhead detailing position, start date, gross salary with any bonuses OR guaranteed minimum hours and rate of pay, signed by HR or employer with their contact details
 - **Most recent Pay Stub** (dated within the last 14 days)
 - **Most recent two (2) years T4s** with your employer's name and your name
 - **Contract Income** – please provide the above documents in addition to signed copy of Employment contract outlining terms and conditions (i.e. rate of pay, termination date, option for renewal or extension)
 - **Note:** if you have more than one job, please provide the above documents for all your places of employment
- **Self-Employed Income**
 - **Most recent two (2) years personal Income Tax and Benefit Return (aka T1 Generals)** (ALL PAGES)
 - **Most recent two (2) years Notice of Assessments from CRA** (PAGES 1 and 2)
 - **Most recent six (6) months Business Bank Statements** showing income deposits from business activities – bank statements must show: 1) Account holder name, 2) Account number, 3) Transaction history, 4) Balance history
 - **If Incorporated** – you must also provide **Articles of Incorporation + most recent two (2) Unaudited Financial Statements from a CA, CPA Accountant with Notice to Reader (Income Statement, Balance Sheet, Statement of Retained Earnings)**
 - **If Sole Proprietor** – you must also provide **copy of active Business License with at least 2 years operating history + HST Registration**. If your current active license has not been in place for at least 2 years, please include the previous license.

☐ Other Income Documentation

- **Retirement Income** – most recent year's T4 for Work Pension, CPP, and Old Age Security (if applicable)
- **Canadian Childcare Benefit (CCB and OCB)** – provide age of children along with notice from CRA or most recent (3) months bank statements showing amounts deposited
- **If Separated or Divorced** – full copy of Divorce/Separation Agreements signed by both parties to confirm if any spousal and/or child support payments are owed or being received
- **Rental Income** – **copy of active Lease Agreement** AND one of the following if applicable:
 - If the property has been owned for more than 2 years – **most recent year Income Tax and Benefit Return (aka T1 General)** (ALL PAGES, including Statement of Real Estate Rentals)
 - If current tenants are month-to-month – **most recent three (3) months bank statements showing rental deposits**

☐ Down Payment and Closing Costs

- **Sale of existing home** – **copy of firm sale agreement** with all applicable schedules & waivers + **current mortgage payout statement**
- **Personal Savings and Investments** – **90-day bank statement history leading up to and including the date that the Draft for the Deposit on Offer was made**. Account statements provided must show: (1) Account holder Name, (2) Account number, (3) Transaction history, (4) Balance history so that the lender is able to verify that you own the account. Any large deposits or transfers into the account(s) must be documented – lender may require additional proof of where those large deposits/transfers were sourced from.
- **Family Gift** – signed **Gift Letter** (template to be provided by your team) AND **copy of your bank statements showing the funds deposited to your account**. Funds must be from an immediate family and be deposited to your account no later than 15 days prior to closing.
- **Funds from Refinance on another property that you own** – **most recent Mortgage Statement** dated within the last 30 days + **copy of Final Trust Ledger from real estate lawyer** showing the funds that were deposited to your account from Refinance

☐ Property Details & Mortgage Information

- **For Purchases** – **Agreement of Purchase & Sale** with all applicable schedules and waivers, signed by both buyer(s) and seller(s), **MLS listing sheet** (real estate agent copy), **your Real Estate Agent's contact information**
- **For Refinances/Transfers** – **Most recent Mortgage Statement** (dated within the last 30 days), **most recent property tax bill**, **copy of home insurance binder**, **Condo Status Certificate** (only applies to condos), and **Legal description of the property** – i.e. Estimated Value, Lot Size, Living space (square feet), number of garages (attached vs. detached), number of storeys, etc.